

Adopted: September 2001 , Revised: _____**Class Title: Chief Safety/Maintenance Bureau****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the Wastewater, Water Distribution, or Water Production divisions in the Department of Utilities. Assists in the preparation of annual budget of division. Promotes customer relations and ensures staff development and training.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages Wastewater division by participating in development and implementation of departmental policies, procedures, goals, and objectives, assist with annual budget, preparing and evaluating employee's performance evaluations, and encouraging employee feedback to deal effectively with colleagues and the public.
2	S	Prepares the division's annual budget by evaluating and recommending purchase of new and replacement equipment based on specifications and cost effective analysis, preparing specifications for purchase of said equipment, and establishing and implementing cost effective work processes.
3	S	Promotes public / customer relations by responding to citizen's complaints and concerns.
4	S	Ensures staff development and training by following personnel policies and procedures, establishing and administering work process and safety training, providing information for support staff career development, and ensuring all occupational health and safety standards are met.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contract specifications, systems requirements and specifications, budget, policies and procedures, e-mail, accident reports, monthly reports, operational and division reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports and technical information.
Managerial	Managerial responsibilities include participating, developing and implementing of department policies, procedures, goals and objectives.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inspecting jobsites
Sitting	F	Desk work, jobsites, meetings
Walking	O	Jobsites, inter-office, to/from off site
Lifting	R	Maps, charts, specifications
Carrying	R	Books, maps, specifications
Pushing/Pulling	R	Books, maps, specifications
Reaching	R	Books, maps, charts
Handling	R	Books, maps, charts
Fine Dexterity	F	Computer keyboard
Kneeling	R	Project sites
Crouching	R	Project sites
Crawling	N	
Bending	R	Project sites
Twisting	R	Project sites
Climbing	R	Project sites
Balancing	R	Project sites
Vision	C	Computer, desk work, reading, writing, driving, inspections
Hearing	C	Telephone, co-workers, supervisor, citizens, vendors, meetings
Talking	C	Telephone, co-workers, supervisor, citizens, vendors, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	D	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety hat, shoes, glasses, hearing, gas/air monitor

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)